

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 1997 - JUNE 30, 1998**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Library

Division/Unit: -

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEER (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol. <u>1,166</u>	Hours <u>85,291</u>	x	\$ <u>13.74</u>	=	\$ <u>1,171,898</u>
-----------------------	---------------------	---	-----------------	---	---------------------

Types of work performed by GENERAL VOLUNTEERS in this category: Assisting with children's programs, book processing, tutoring adult literacy learners, performing clerical work, delivering books to home borrowers.

- b. INSTITUTIONAL VOLUNTEER (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol. <u>230</u>	Hours <u>8,955</u>	x	\$ <u>13.74</u>	=	\$ <u>123,042</u>
---------------------	--------------------	---	-----------------	---	-------------------

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: _____

Clerical work; processing books, graphics.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL		Dollar Benefit
Internet tutor and computer trouble-shooters	6,574	x	\$18	=	\$118,332
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____

No. Vol. <u>141</u>	Total Hours <u>6,574</u>	Total Value \$ <u>118,332</u>
---------------------	--------------------------	-------------------------------

Types of work performed by SPECIALIZED VOLUNTEERS in this category: _____

Training public on use of Internet; trouble-shooting computers

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a: <u>1,166</u>	<u>85,791</u>	\$ <u>1,171,898</u>
2b: <u>230</u>	<u>8,953</u>	\$ <u>123,042</u>
2c: <u>121</u>	<u>6,574</u>	\$ <u>118,332</u>

TOTALS: <u>1,517</u>	<u>100,820</u>	\$ <u>1,413,272</u>
-----------------------------	----------------	---------------------

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>Wooden carvings</u>	\$ <u>150</u>	_____	\$ _____
<u>Refreshments/</u>	\$ <u>50</u>	_____	\$ _____
<u>volunteer recognition</u>	_____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL VALUE \$ <u>200</u>

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of Direct Supervision of Volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers).

Hours <u>4,207</u>	x	Rate <u>\$13.74</u>	=	\$ <u>57,804</u>
--------------------	---	---------------------	---	------------------

- b. Cost of Program Coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 64 x Rate \$22.82 =

\$ 1,441

- c. Other program costs (volunteer Training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<u>Dept. Director/Deputy Directors' participation</u>	<u>625</u>
<u>Personnel Officer</u>	<u>384</u>
<u>Word Processing Operator</u>	<u>150</u>

TOTAL OF OTHER PROGRAM COSTS

\$ 1,159

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 60,403

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 1,413,272

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 200

ADD a + b \$ 1,413,472

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 60,403)

TOTAL PROGRAM BENEFIT \$ 1,353,069

6. **RECRUITING:**

Please describe your recruiting programs: Media releases; County Television Network;
United Way Volunteer Center; Branch Library staff speaking with public; Area
Agency on Aging; ROP; GAIN; Friends of the Library groups; San Diego Council on
Literacy.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

"Grandparents and Books" read aloud program; County of San Diego Volunteer of the
Year Recognition and Volunteer of the Month Recognition.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 1998-99:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Maintain current levels of volunteers; integrate Internet training by
volunteers into more branches; continue participation in volunteer
recognition events at the branch library level and regional level.

9. **GENERAL INFORMATION:**


Name of Person Completing Report: Ellen Zyroti

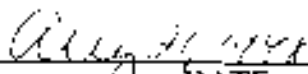
Phone Number: (755) 694-7484 Mail Stop: 070 E-Mail: ezyroflj@adsl.org

Volunteer Coordinator: same as above

Phone Number: _____ Mail Stop: _____ E-Mail: _____

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE


DATE